

**Annex No. 1.**

**NOTIFICATION SHEET<sup>3</sup>**

**Date of notification:** .....

**Data about the notifier (required)**

First name, last name: .....  
Home address: .....  
Phone or e-mail: .....

**Data about the victim(s) (if different from the notifier)**

Name: .....  
Age: .....  
Contact: .....

**Data about the alleged violator of the *Code of Conduct***

Name: .....  
Contact: .....  
Cleric: Yes / No (please underline the case)

**Case description**

Location: .....  
Date (If known, please provide the exact date): .....  
How did you find out about the incident? (please mark the appropriate case)  
a) I was a witness   
b) I was informed by the victim   
c) I was informed by the alleged violator   
d) other: .....

Please describe exactly what you were informed about!

.....  
.....  
.....  
.....  
.....  
.....  
.....

Are you aware of any other witnesses:  
..... ?

Please indicate if you would like your data to be handled confidentially: Yes / No (please underline the case)

In the case of confidential data handling, your personal data (as a notifier) cannot be transferred to a third party

<sup>3</sup> The Notification Sheet is only valid together with the Privacy Policy of the *Code of Conduct* (Annex No.2).

## Privacy Policy to be attached to the NOTIFICATION SHEET

Valid from 31 December 2022

The *Human Dignity Workgroup* was established in January 2022 by Archbishop Dr. Gergely Kovács and directly subordinated to the Archdiocesan Authority. Its commission was to work out a code of conduct for clerics and anyone who are employed, commissioned, or serve as volunteers in the Archdiocese, to set uniform guidelines and to provide guidance for the prevention of violence, abuse and other forms of ill-treatment. Its function is to carry out the direct tasks related to the implementation of the *Code of Conduct*: on one hand to familiarize clerics and everyone in a legal relationship with the Archdiocese with the contents of this *Code of Conduct*, on the other hand to receive and investigate the notifications of ill-treatment, abuse, harassment of minors and vulnerable adults.

### 1. Contact

Tax number: CIF 4562796

Registration Authority: Roman Catholic Archdiocese of Alba Iulia, 2 Episcop Márton Áron Street, Alba Iulia, RO-510010, [ersekseg@romkat.ro](mailto:ersekseg@romkat.ro), <http://www.ersekseg.ro>

Person responsible for data protection matters:

Attila-Sándor Komáromi, CNP 1721027011101, CI seria AX nr. 538765  
[attilakomaromi@yahoo.com](mailto:attilakomaromi@yahoo.com)

### 2. For what purpose, how and for how long do we handle personal data?

Data management

- **purpose:** to identify and filter out the duplications of the filled and sent Notification Sheets;
- **legal basis:** your consent;
- **duration:** your personal data will be handled until your consent is withdrawn;
- **range of personal data processed during:** IP address and Network ID;
- **automated decision-making, profiling during:** no.

There is no legal or contractual obligation for you to provide your personal data as detailed in this section, however, it is necessary to complete the Notification Sheet.

Without giving your consent it is not possible to complete the Notification Sheet.

### 3. What kind of data processor do we use?

For storing the personal data notified we use the following data processor: Roman Catholic Archdiocese of Alba Iulia (tax number: CIF 4562796; [ersekseg@romkat.ro](mailto:ersekseg@romkat.ro); [bejelentes@romkat.ro](mailto:bejelentes@romkat.ro); <http://www.ersekseg.ro>).

Like other organisations, we use external service provider(s) to support our processes, including in particular data storage, information transfer or IT support services. When using such services, it may happen that the service provider(s) as data processor(s) temporarily access or storage e-mail addresses, solely for the purpose of providing services.

#### 4. Your rights

You have the right to know what kind of personal data do we storage about you and to request access to your personal data (right of access). You also have the right to correct the possible mistakes or delete inaccurate data, and to request for limiting the processing of your data (right to rectification and erasure). In the case of handling your data on the base of legitimate interest, you can object against handling your data (right of objection). You are entitled to receive your personal data in a commonly used, computer-readable format and to transfer it to another data processor, or to request us to do so, if the legal preconditions for this are met (right to data portability). If data handling happens with your consent, you can withdraw that anytime, but this does not affect the legality of the previous processing.

#### 5. How to exercise your rights?

You may send a request to exercise these rights to the contact details indicated in point 1 above. We will provide information on the action taken on the request without undue delay, but normally within one (1) month of receipt of the request. If we do not take action within this deadline, we will provide information about the reasons for the lack of action.

#### 6. Remedies available to you

If you do not agree with our action or response, or you think that your rights have been violated, you can complain to the following institution: *Autoritatea Națională de Supraveghere a Prelucrării Datelor cu Caracter Personal* (ANSPDCP), 28-30 General Gheorghe Magheru Boulevard, 1<sup>st</sup> Sector, Postal Code 010336, Bucuresti, România, [anspdcp@dataprotection.ro](mailto:anspdcp@dataprotection.ro), <https://www.dataprotection.ro> or you may bring the matter before the court. In the second case, the courts have the jurisdiction in judging the lawsuit. The lawsuit – according to your choice – can be initiated before the court of your dwelling place i.e. place of residence, or before any court (based on your seat).

#### 7. Legislative background

We handle personal data according to the applicable European and Romanian legislation. These are in particular:

- Regulation 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)
- Law 190/2018 on the right to freedom of information and the right to information self-determination, if applicable with regard to the GDPR.

#### 8. Applicability

This Privacy Policy is valid from 31 December 2022 until its withdrawal.

We reserve the right to modify or amend this Privacy Policy at any time. If the situation resulting from the changes is not consistent with the circumstances that existed when you gave your consent, we may contact you again to confirm or re-consent. If this does not take place, we will no longer process your personal data, i.e. we will delete your personal data.

**STATEMENT**

I ....., the undersigned, hereby declare that I have read and understood the *Code of Conduct*.

I declare that I will apply the values, principles, and rules contained therein during my service and work in the Archdiocese of Alba Iulia.

.....  
Place, date

.....  
Signature